



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE TRAVEL

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

December 20, 2002

## NOTICE

### REVISION TO BATON ROUGE AIRPORT PARKING ALLOWANCE:

Airfare tickets are now issued electronically and no longer require the mailing of paper tickets. As the parking coupon was issued to the traveler in the envelope when the ticket was mailed, it also will no longer be mailed. Due to this new process, the Baton Rouge airport allows a state employee to show their travel itinerary stating they are on "**official state business**" and receive the state contract rate of \$3.50 per day.

Since the implementation of this new change, numerous complaints continue to be received from state employees stating that the parking attendant denies them the state parking rate of \$3.50 because of lack of documentation required by the parking lot management.

Therefore, the following revision is BEING allowed for parking at the Baton Rouge Airport: **It will be at the Department's discretion to pay \$4.75 per day (the amount to the public's daily rate for outside parking) when an employee states that the parking attendant would not accept their documentation that they were on "official state business" or the employee provides your agency with a parking receipt.**